

State of Nevada Controller's Office ADVANTAGE Security Form Instructions

The signed ADVANTAGE User Establishment form is a written statement accepting responsibility for the protection and proper use of an electronic approval code pursuant to the provisions of NAC Chapter 353.

In order to by pass Pre-Audit, your agency must demonstrate that documented policies and procedures are in place. This includes:

- A letter from Administrative Services Office of Financial Management, Training and Controls stating your agency has appropriate internal controls in place.

You must promptly notify the Controller's Office in writing of any changes in your agency's security profiles. This includes additions, changes, and deletions. You must complete and return to the Controller's Office an ADVANTAGE User Deletion form for any personnel leaving your agency. You should keep copies of all users establishment forms in your office and check them periodically for changes in personnel.

Make sure your agency has adequate staff with different levels of approval authority to cover the office during vacations and other absences. Each person using ADVANTAGE in your agency must submit a security form.

Send the completed user establishment form to the State Controller's Office to the attention of IFS Project. Please allow five working days to setup the user ID in ADVANTAGE.

If you forget your password, contact the State Wide Financial Help Desk at 684-5245. You will be required to give your proper identifying phrase to re-gain access to ADVANTAGE.

Approval Levels

ADVANTAGE has five levels of approval.

PEND1 – not in use at this time.

PEND2 – not in use at this time.

PEND3 – is used for first level approval on various documents. For specific documents see the list below.

PEND4 – is used for the final level approval on various documents. For specific documents see the list below.

PEND5 - used only by the Controller's Office.

Note:

Restricted means the user can either enter the document or approve it, but not both. ADVANTAGE will not allow a user to enter a document and approve it if the approval is restricted.

C:\Documents and Settings\bmorgan\My Documents\My Webs\Web work area\FinalOriginals\Documents\Security form Instructions.doc

Documents	Overall Approval Needed <i>Levels (Approval Code)</i>	Agency Approval Levels
Appropriation (AP)	PEND3,4,5 (00AAA)	PEND3
Cash Receipt (CR)	None	None
Centralized Purchase Order (PC)	None (Purchasing Only)	Purchasing Only
Decentralized Purchase Order (PD)	PEND3,4 (00AA0)	PEND3,4 (Phase II)
Invoice (IN)	None	None
Journal Voucher (JV)	PEND3,4,5 (00AAA)	PEND3 (Phase II)
Multiple Vendor Payment Voucher (MP)	PEND3 (00A00)	PEND3
Non Sufficient Funds (NF)	None	None
Payment Voucher (PV)	PEND3,4 (00AA0)	PEND3,4
Price Agreement (PG)	PEND 3	PEND3 (Phase II)
Receivable (RE)	None	None
Receivable Credit Memo (RM)	PEND3,4 (00AA0)	PEND3,4
Receiver (RC)	PEND3,4 (00AA0)	PEND3,4
Restricted Journal Voucher (JVR)	None	None
Requisition (RX)	PEND3,4 (00AA0)	PEND3, 4
Revenue Budget (RB)	PEND3,4,5 (00AAA)	PEND3(Phase II)
Purchase Order (PO)	PEND3 (00A00)	PEND3
Vendor Invoice (VI)	None (Purchasing Only)	Purchasing Only
Write Off (WO)	PEND3,4 (00AA0)	PEND3,4

Users Profiles

Only **ONE** profile can be selected for an individual and each individual using ADVANTAGE must have a profile assigned to them.

All user profiles except Inquiry require agency coding. In field “*For single/multiple agency coding:*” enter the three digit agency (department and agency) number(s) that the user will be entering accounting information for. If the user will only input information for one agency, use a profile starting with an S. If the user will input information for multiple agencies, use a profile that starts with an M.

INQUIRY - This type of user has inquiry access to most documents and tables. There is no input or approval authority.

SAGACCT3 – This type of user can enter AP, CR, IN, JVR, MP, NF, PD, PG, PV, RB, RC, RE, RX, & VI documents and apply a PEND3 to documents requiring that approval level. This user has general inquiry to most tables. This user has an approval level of PEND3 with no restrictions.

SAGACCT4 – This type of user can enter AP, CR, IN, JV, JVR, MP, NF, PD, PG, PV, RB, RC, RE, RM, RX, & VI documents. This user also has access to the Accounts Receivable Control tables and general inquiry to most tables. This user has an approval level of PEND3 on JV and RM documents. They have a restricted PEND3 on AP, PD, PG, RB, RC, RX documents. This user also has an approval level of PEND4 on PV documents. Restricted means this user can either enter the document or approve it, but not both.

SAGACCT5 – (This profile only applies to agencies creating Accounts Receivable documents in ADVANTAGE). This type of user can enter AP, CR, IN, JV, JVR, MP, NF, PD, PG, PV, RB, RC, RE, RM, RX, VI, & WO documents. This user also has access to the Accounts Receivable Control tables and general inquiry to most tables. This user has an approval level of PEND3 on JV and WO documents. They have a restricted PEND3 on AP and RB documents. This user also has an approval level of PEND4 on PV and RM documents. They have a restricted PEND4 on PD, PG, RC, and RX documents. Restricted means this user can either enter the document or approve it, but not both.

MAGACCT3 – This type of user can enter AP, CR, IN, JVR, MP, NF, PD, PG, PV, RB, RC, RE, RX, & VI documents and apply a PEND3 to documents requiring that approval level. This user has general inquiry to most tables. This user has an approval level of PEND3 with no restrictions.

MAGACCT4 – This type of user can enter AP, CR, IN, JV, JVR, MP, NF, PD, PG, PV, RB, RC, RE, RM, RX, & VI documents. This user also has access to the Accounts Receivable Control tables and general inquiry to most tables. This user has an approval level of PEND3 on JV and RM documents. They have a restricted PEND3 on AP, PD, PG, RB, RC, RX documents. This user also has an approval level of PEND4 on PV documents. Restricted means this user can either enter the document or approve it, but not both.

MAGACCT5 – (This profile only applies to agencies creating Accounts Receivable documents in ADVANTAGE). This type of user can enter AP, CR, IN, JV, JVR, MP, NF, PD, PG, PV, RB, RC, RE, RM, RX, VI, & WO documents. This user also has access to the Accounts Receivable Control tables and general inquiry to most tables. This user has an approval level of PEND3 on JV and WO documents. They have a restricted PEND3 on AP and RB documents. This user also has an approval level of PEND4 on PV and RM documents. They have a restricted PEND4 on PD, PG, RC, and RX documents. Restricted means this user can either enter the document or approve it, but not both.